



## MEMORANDUM

TO: Telecommunication Coordinators

FROM: Frank Cavallaro, Manager *F.C.*  
Bureau of Communication and Computer Services

DATE: August 31, 2001

SUBJECT: Basic and Advanced P-Phone Training

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The Central Management Services (CMS) Division of Telecommunications will be conducting basic and advanced P-Phone training sessions in Springfield on September 18 and 19, 2001. Training will include completion of P-sheets in addition to instruction on how to use the technology. The basic and advanced sessions will cover specific areas of training and will be offered on the following dates and times:

**Basic Training:**

- P-Phone models
- P-Phone compatibility with other equipment
- How to complete key sheets
- Basic P-Phone terminology and features

Tuesday, September 18, 2001  
9 a.m. – 12 p. m.  
LLCC Capital City Center, Room 104  
130 West Mason Street  
Springfield, Illinois 62702

**Advanced Training:**

- Advanced features (i.e. group intercom paging)
- How to look up P-Phone features in Centrex-Mate

Wednesday, September 19, 2001  
9 a.m. - 12 p.m.  
LLCC Capital City Center, Room 104  
130 West Mason Street  
Springfield, Illinois 62702

Please register on-line at [www.state.il.us/cms/telecom](http://www.state.il.us/cms/telecom) by September 11, 2001 if you are interested in attending. We look forward to seeing you.